CIMS HOW TO:

Submit a CIMS (SAAR)-INQUIRY ACCOUNT

Submit a CIMS (SAAR)- INQUIRY ACCOUNT
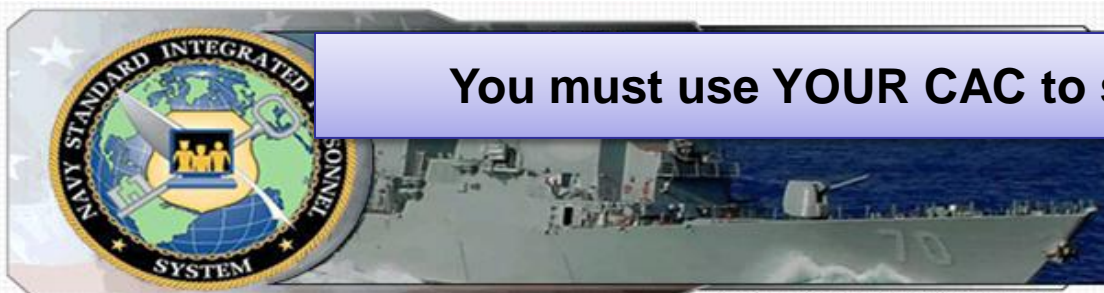
You must use YOUR CAC to submit a SAAR

Submit a CIMS (SAAR)-INQUIRY ACCOUNT

-You must have an ESR account before you can establish a CIMS account.

SAAR Initiate

NON-ERM USERS ONLY

Please enter the SSN, Name and Home Command and Click the Submit button to initiate the SAAR Process.

Please fill the Required Fields

Empl ID: _____ *

Name: _____ * (Last,First Middle)

Command UIC: _____ *

(* Required)

SUBMIT   Cancel   RESET

System Access Authorization Request - (SAAR)

PRIVACY STATEMENT

Public Law 99-474, the Counterfeit Access Device and Computer Fraud and Abuse Act of 1984, authorizes collection of this information. The information will be used to verify that you are an authorized user of a Government automated information system (AIS) and/or to verify your level of Government security clearance. Although disclosure of the information is voluntary, failure to provide the information may impede or prevent the processing of your "System Authorization Access Request (SAAR)". Disclosure of records or the information contained therein may be spe...

DISA compilation of systems...
U.S.C. 552A(b) of the Privacy A...

-The justification will be "(your command name) ISIC CCC".

User Profile

Operator Details

User ID: ███████████

General Attributes

Empl ID: ███████	Name: ████████████████	
Department: ██████ MIL COMMUNITY MGMT MILL TN		JUSTIFICATION
Rank/Rate: ████	Account Type: **Military**	Telephone: [_____]

Email Address: [_____]
(joe.smith@navy.mil)

Security Type & User Roles

Corporate User

☐ Corporate User?   This type of Account has to be Approved By the Functional Area
                     Manager Responsible for ManPower & Personnel
☐ ANO User?   Acceptance and Oath of Office

CIMS User

☑ CIMS User?   Career Information Management System

POEMS User

☐ POEMS User   PCS Obligation & Expenditure Management System

e-Leave

☐ e-Leave Command Administrator   eLeave is a Sub-System in the Enterprise Database.

Submit a CIMS (SAAR)- INQUIRY ACCOUNT

Submit a CIMS (SAAR)-INQUIRY ACCOUNT

Administrative UIC Access Profile

Empl ID: ▓▓▓▓▓▓▓▓▓▓

Echelon Level

Find

Echelon Level	*Echelon/Activity Indicator	UIC	Command		ECHELON - 1	ECHELON - 2	ECHELON - 3	ECHELON - 4	ECHELON - 5	ECHE
ECHELON5	Echelon Level	21880	LSD 50 CARTER HALL		00011	00060	53825	55333	21880	

UIC Access Display

Click the Button to Refresh the UIC Access Display 🔄 Refresh

Department	Activity Long Title	ECHELON - 1	ECHELON - 2	ECHELON - 3	ECHELON - 4	ECHELON - 5	ECHELON - 6	ECHELON - 7
21880	LSD 50 CARTER HALL	00011	00060	53825	55333	21880	-	-

Find | View All | 🔃   First ◀ 1 of 1 ▶ Last

OK   Cancel

-Type in your UIC and hit TAB button. This will bring up your UIC and where you fall out on the ECHELON TREE.
 -If you are the ISIC of USS CARTER HALL, look at the ECHELON that governs that one. In this Case ECHELON4 (UIC 55333/ COMEXSTRKGRU TWO). This will automatically bring up all UICs that fall underneath it.

-Review the UIC Access Display to verify all commands are on the list.
*In some cases not all UIC's will be in the proper echelon. Click on the "+" and add the additional UIC and select "Activity Level"
Click on OK to save your list.

NAVY

BUPERS 3

Select All   De-Select All

Find | View All | 🔲 First ◀ 1 of 1 ▶ Last

Select   ERM Application

☐

Web AdHoc Access

☐ **Access to Web AdHoc?**   Web AdHoc UIC Access

UIC Access Setup

ERM UIC Access

ERM UIC Access

CIMS UIC Access

Workflow Setup

Click here to Set-Up Next Role~~users~~

No space between comma and first name

Supervisor Details - SAAR Form

Name: JONES,BOBBY

(Last,First Middle)

Email Id: BOBBY.JONES1@NAVY.MIL

(joe.smith@cnrf.navy.nola.mil)

Contact Phone: 901-874-0000

-Supervisor Details must be entered the same for retrieval. When the supervisor goes in for approval it must be the same spelling and format, so check for accurate information.

- All email addresses must be a .mil account or it will be rejected.

SUBMIT

Submit a CIMS (SAAR)-INQUIRY ACCOUNT

- An email will be sent to you and to your Supervisor. Once your Supervisor approves it, a notification will be sent to you via email. After being finalized from the CIMS Super FAM Primary, a 3rd notification will be sent with the status of access granted or denied.

- Questions please call NCC(SW/AW) Chris Kinstle- 901-874-2533 or email christopher.kinstle@navy.mil